

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4261    **TITLE:** ASSISTANT FIRE APPARATUS SUPERVISOR  
**GRADE:** F- 19

**DEFINITION:**

Under general supervision, supervises employees who are maintaining and repairing Fire and Rescue Department equipment/vehicles on an assigned shift at a County garage or an off-site maintenance facility (Newington); assists in planning and organizing maintenance and repair operations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Assistant Fire Apparatus Supervisor is distinguished from the Fire Apparatus Supervisor in that the Assistant Fire Apparatus Supervisor supervises employees on a shift at one County garage or off-site facility; whereas the Fire Apparatus Supervisor is responsible for overseeing and managing two County garages and off-site facilities.

The Assistant Fire Apparatus Supervisor is distinguished from the Fire Apparatus Mechanic in that the Assistant Fire Apparatus Supervisor supervises the day-to-day activities at one site or shift; whereas the Fire Apparatus Mechanic is responsible for the maintenance and repair of fire apparatus on an assigned shift.

**ILLUSTRATIVE DUTIES:**

Supervises all equipment maintenance and support operations on an assigned shift or at an off-site location;

Coordinates and oversees a variety of garage activities, such as vehicle and tire repair, road service, preventive maintenance, fuel site, etc.,

Directs, administers and coordinates the repair and maintenance of heavy and special purpose equipment at an off-site facility;

Oversees inventory management on a day-to-day basis;

Establishes and reviews work schedules to ensure best utilization of personnel;

Coordinates repairs and priorities with the facility's Fire Apparatus Supervisor, commercial repair firms and customers as required at the Newington facility;

Supervises and participates in the inspection of motor vehicles and monitors compliance with maintenance practices;

Reviews repair orders and commercial job tickets for accuracy and completeness;

Ensures that fleet statistical data is maintained for reference;

Assists the Fire Apparatus Supervisor with the written justification for long-range budget requirements for staffing, operating expenses, and capital equipment;

Prepares periodic activity reports;

Conducts audit compliance inspections at the Newington facility;

Assists in preparing vehicle specifications;

Coordinates the receipt of new equipment between vendors and customers;

Responds to major emergency incidents in order to ensure FRD apparatus remain mechanically operational;

Provides assistance in preparation of FEMA/USAID teams for activation, and may be deployed as part of the team.

May test drive vehicles to ensure proper maintenance;

Handles customer complaints;

Performs performance evaluations, employee discipline, counseling and training at Newington Facility;

Assists Safety Coordinator in accident investigations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the methods, equipment and supplies used in motor equipment repair, maintenance and garage management;

Thorough knowledge of requirements for deployment of equipment to remote locations and the type of equipment cache that will be needed for specific types of emergency incidents;

Ability to perform mechanical repairs;

Ability to plan, schedule and supervise the work of others;

Ability to perform audits of site records, work procedures, facilities and equipment and take corrective action as required;

Ability to keep records and prepare reports;

Ability to work with various business firms in the procurement of equipment;

Ability to maintain good working relationships with County staff.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Five years of experience in vehicle maintenance;

Related automotive technical education or trade training above the high school level may be substituted for experience on an hour for hour basis;

Possession of a set of personal hand tools commonly used in the automotive section to which assigned is required upon appointment.

**CERTIFICATES AND LICENSES REQUIRED:**

Must hold a Commercial Driver's License in the state of residence or be able to obtain same within six months of appointment to the position.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

ESTABLISHED: June 13, 2003